

## MRDDA Contract Administration

<b>Policy and Procedure Number:</b> CA100	<b>Title:</b> Request For Proposals (RFP) Process
<b>Effective Date:</b> April 18, 2003	<b>Revision Number:</b> 0.0
<b>Approvals:</b> Bureau Chief of Contract Administration and Bureau Chief of Program Integrity	<b>Page</b> 1 of 1

- 1.0 Policy** All new contracts shall be executed within ninety-seven (97) business days from the development of the scope of services. Contracts can be renewed at the end of the five (5) year period if OCP policies permit.
- 2.0 Scope** The scope of this document is to establish procedures for awarding contracts under the Request For Proposals (RFP) procurement method. Most of the MRDDA contracts are established for five (5) years, consisting of one (1) base year and four (4) one-year options. Contracts can be renewed at the end of the five (5) year period if OCP policies permit. The RFP process shall involve the Bureau Chief of Program Integrity, Services Management Specialists, Community Based Resource Specialists, the Bureau Chief of Contract Administration, the Budget Office, and the Office of Contracts and Procurement (OCP).
- 3.0 Procedures** The process is cross-functional in nature and involves all the applicable parties.
- 3.1 Whenever there is a need to procure services, the Community Based Resource Specialist shall develop a scope of service, make recommendations on the evaluation criteria to be used to evaluate providers, and provide a list of potential providers within five (5) business days.
- 3.2 Upon receipt of the notice, the Services Management Specialist shall review the request, and prepare a 3-in-1 form. The budget to be used on the 3-in-1 form shall be based on the independent government cost estimate developed by the Services Management Specialist. The 3-in-1 form, list of potential providers, independent government cost estimate, the scope of services and a proposed competitive range, based on the scales pertaining to the evaluation criteria, shall be sent to the Bureau Chief of Contract Administration for approval. This work shall be completed within five (5) business days of receipt of the scope of services and list of potential providers from the Community Based Resource Specialist.

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- 3.3 Once received, the Bureau Chief of Contract Administration shall approve or reject the request within two (2) business days. If approved, the Bureau Chief of Contract Administration shall send the package to the Budget Office for the pre-encumbrance of funds. If rejected, the request shall be sent back to the Services Management Specialist to address any concerns raised by the Bureau Chief.
- 3.4 Within three (3) business days of receipt, the Budget Office shall pre-encumber the funds and send the completed solicitation package to the OCP and notify the Services Management Specialist of approval.
- 3.5 The OCP shall review the supporting documentation and the 3-in-1 form, prepare the solicitation documents, and secure written approval of the requisition package from the Bureau Chief of Contract Administration and the Bureau Chief of Program Integrity. The RFP shall then be sent by the OCP to interested providers within ten (10) business days of the receipt of the 3-in-1 form. If required, OCP shall also schedule a pre-proposal conference with interested providers and the MRDDA team.
- 3.6 The providers shall prepare and submit proposals to the OCP within thirty (30) business days.
- 3.7 Once received by the OCP, the proposals shall be divided into two sections. The business section shall be sent to the Bureau Chief of Contract Administration, and the technical section shall be sent to the Bureau Chief of Program Integrity. A cover memo shall be attached, containing an overview of provider responses. This task shall be performed within two (2) business days of receipt of proposals.
- 3.8 Upon receipt of the proposals that will be sent by the Bureau Chief of Program Integrity and the Bureau Chief of Contract Administration within one (1) business day, the Community Based Resource Specialist and Services Management Specialist shall each review the proposals. The Community Based Resource Specialist shall use the evaluation criteria to review and score the technical proposals submitted and send the results to the Services Management Specialist within 10 business days. The OCP shall conduct the cost and price analysis. The Services Management Specialist shall review and score the financial aspects of the proposals and send those results along with the technical evaluation results to the OCP. Results shall be provided within ten (10) business days.

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- 3.9 Once the proposal reviews have been received, the OCP shall finalize a competitive range and schedule presentations and discussions with providers in the competitive range. A team comprised of the OCP, the Services Management Specialist and the Community Based Resource Specialist shall develop a negotiation plan. Negotiation meetings shall be established with providers in the competitive range. This process shall be completed within three (3) business days.
- 3.10 The joint OCP/MRDDA team shall complete negotiations with providers within five (5) business days.
- 3.11 As a result of negotiations, the OCP staff member may request a best and final offer (BAFO). The provider shall submit the BAFO to the OCP within five (5) business days.
- 3.12 The OCP prepares and sends the agreement to the provider for signature within three (3) business days.
- 3.13 The provider shall sign the agreement and return it to the OCP within three (3) business days.
- 3.14 The OCP shall reflect the negotiated prices on the 3-in-1 form. The form shall be forwarded to the Budget Office within three (3) business days after receipt of provider signed contract.
- 3.15 Within two (2) business days of receipt, the Budget Office shall encumber the funds and send the completed encumbered form back to the OCP and notify the Services Management Specialist of fund encumbrance.
- 3.16 The OCP shall verify funding and sign the contract within two (2) business days of receipt.
- 3.17 The OCP shall distribute the contract documents to Accounts Payable, the Services Management Specialist and the provider within two (2) business days.
- 3.18 The Services Management Specialist shall forward the contract documents to the Community Based Resource Specialist within one (1) business day.

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### 4.0 Process Flow

The attached process flow chart indicates the above steps, the roles and responsibilities of the parties, the expected outcome, and the number of days allocated to each step in the process.

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